

Office of Administrative Hearings
SUSTAINABILITY PLAN PROGRESS REPORT FOR FY05
As Required by Executive Orders 02-03 and 05-01
October 20, 2005

SECTION I
Agency Information, Policy and Goals

Agency Contact:

Barb Cleveland, Executive Assistant
PO Box 42488
919 Lakeridge Way SW
Olympia, WA 98504-2488
(360) 586-3169
(360) 664-8721 FAX
bclev@oah.wa.gov

Agency Information:

The Office of Administrative Hearings (OAH) provides due process for the public by conducting independent hearings for state agencies. It provides the public with a means to appeal an agency decision and to have that decision reviewed in a prompt manner by an independent Administrative Law Judge (ALJ) who issues written Findings of Fact, Conclusions of Law, and an Order based on the evidence provided at a hearing.

Our primary mission is to hold fair and independent hearings and issue timely and sound decisions. In fiscal year 2005, OAH handled 56,854 administrative appeals.

Sustainability Policy Statement:

“The Office of Administrative Hearings is committed to fulfilling its responsibilities under Executive Orders 02-03 and 05-01 and will continue to strive to model the principles of sustainability in its operations, fleet management, procurement, and facilities. We will continue to make choices to change our daily business practices in order to assist in reversing the decline in our natural resources and our environment, and in promoting the economic health and social vitality of Washington State”.

Long Range Goals:

OAH has continued to identify the following long range goals to incorporate sustainability into the agency operations:

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Minimize energy and water use
- Shift to clean energy for both facilities and vehicles
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction
- Expand markets for environmentally preferable products and services
- Reduce or eliminate waste as an inefficient or improper use of resources
- Model environmental responsibility for our customers

SECTION II **Reporting on Key Provisions**

Based on a change in the reporting template in September 2005, rather than report just on the progress of the objectives identified by OAH, the following is a report on our progress to meet the key provisions of the Executive Orders.

Green Buildings: OAH conducted a remodel of leased facilities of more than 5,000 feet. The remodel was to consolidate what had been three separate leased Olympia offices into one location. The remodel was not a “major remodel” under the standards of either EO 05-01 (60% of assessed value) or SB 5509 (50% of assessed value). OAH reached an agreement with the building owner and Puget Sound Energy to share the costs to retrofit all lights in the building to improve energy efficiency.

Vehicles: Our agency owns two vehicles. Only one pre-dates 1996, and none are classified as SUV’s nor have diesel engines. For specific mileage information refer to Section IV. We will work with GA to determine the best option for our agency’s fleet management. The average fuel efficiency for our fleet was 26 mpg in FY2005.

As compared to FY 04, overall we reduced mileage agency-wide by approximately 2,000 miles. POV mileage decreased by approximately 10%. Total fleet mileage for agency-owned vehicles increased, but only totaled 11,127 miles for two cars.

Although OAH is not a major user of rental vehicles, we also plan to change our policies specifically to require renters to select fuel-efficient/low emission vehicles. Some individuals in the agency, including the director, have routinely done this for many years.

Even though we are a small agency and do not have a “major worksite” of 100 employees for purposes of the definitions of Transportation Demand Management under RCW 70.94.524, OAH has adopted a Commute Trip Reduction policy which includes the use of vouchers to reimburse up to \$100 per month for the use of public

transportation or vanpools in commuting to work. This program is used extensively, particularly in our Seattle offices.

At least four employees in the agency own hybrid vehicles, including the agency director and the manager of one of the field offices. In addition, several employees are able to bicycle or walk to work.

Paper: OAH has made great strides in using recycled paper. At the time of our last report, more than 50 percent of the paper we used was virgin paper. We now use less than one percent virgin paper.

Only two of our offices are responsible for the use of that virgin paper. In those offices it has proven difficult to make a change. We are trying to monitor why we used more paper than during our last reporting period, even though caseload decreased. We are making strides in reducing paper usage and moving towards an increased use in electronic communication.

Most field offices are also using double-sided copying for issuing decisions. However, two of our offices have found it difficult to do so.

We are unable to determine if we recycled all paper. We have been unable to determine an effective measurement process. Some offices have shredding services and we could measure the paper recycled by the pounds shredded, but this is not the case in all offices.

Energy: We have had no locations in which we pay energy costs separately. Our energy costs have been included in our lease payments at each location. We have tried to encourage conservation with policies that encourage employees to turn off unnecessary lights and other electrical use. Unfortunately, we have been unable to track the progress of our efforts. However, we recently made an arrangement in our Olympia lease to begin paying energy bills separately and hope to track these costs in the future. As noted above, the Olympia consolidated office also implemented a joint project with the landlord and Puget Sound Energy to retrofit all lighting in the office to improve energy efficiency.

Toxic chemicals: Cleaning products are purchased by the landlord for use by the janitorial staff. The agency does not purchase any cleaning products. Toner cartridges for the fax machines and laser printers are returned to the manufacturer for recycling. Our agency uses batteries for tape recorders and microphones so we are looking into recycling these batteries.

SECTION III

Communications and Education

In the last year, the Sustainability Task Force published a flyer on “Ten Best Sustainability Practices” which has been distributed to all field offices and is posted in various locations. Five of the “Ten Best” practices involve use of paper, while others cover recycling, energy efficiency, and use of motor vehicles. The Sustainability Task Force continues to educate agency staff on sustainable practices and promotes the resources available to employees statewide. Information has been shared at various staff meetings and employees are encouraged to participate in sustainable practices.

SECTION IV

Statewide Performance Measures

The following measures are used to track our progress on sustainability and show a comparison between FY04 and FY05:

	FY04	FY05
A. Copy Paper Use (reams)	8,750	9,214
Virgin Content	4,450	37
Recycled Content	4,300	9,177
B. Vehicle Miles Traveled--Total	73,730	71,294
Agency Fleet Vehicle Miles‡	7,034	11,127
Olympia	3,362	4,939
Spokane	3,672	6,188
POV Miles†	66,696	60,167
C. Fuel Purchase--Total (gallons)‡‡	304	427
Unleaded	304	427
D. Average Fuel Efficiency (MPG)††	23	26

Notes on Data:

‡ Vehicle logs for agency vehicles

† Calculated based on sub-object GC (pov mile mileage) expenditures divided by .345 for expenditures. We reimbursed a total of \$24,126.57 for POV mileage in FY 2005. Of this amount \$8035.04 was in July-Sep when the reimbursement rate was 37.5 cents per mile and \$21,113.43 was in Oct-June when the reimbursement rate was 40.5 cents per mile. This equates to 60,167 miles.

‡‡ Voyager bills

†† Agency Fleet Vehicle Miles divided by Fuel Purchased--Total

SECTION V
New or Updated Goals and Objectives

Our plan is to encourage more carpooling among our employees. We would also like to encourage them to use more efficient vehicles for their personal use as well as state use. We will consider incentives for alternate forms of transportation. Our plan is to also encourage those few offices using virgin paper to discontinue doing so.

Our plan so far has been to seek cooperation from our employees rather than require compliance with standards. We may wish to revisit this strategy.

Our Sustainability Task Force is undergoing some changes. It may be beneficial to have a member of the management team involved to gain stricter compliance with sustainability goals. We may also want to require that each office provide a member to the Task Force to ensure statewide involvement in the process. Further, we may wish to choose that the leadership for this committee be an employee located in the Olympia area and have better access to statewide meetings on this issue.